

St. Catherine of Alexandria Parish of Westford Beer and Wine Policy

Background: St. Catherine of Alexandria Parish (i.e., parish) allows limited use of **only** beer and wine at parish-sponsored events. Beer and wine use carries with it the responsibility to comply with applicable laws, promote responsible beer and wine management oversight, and ensure that non-drinkers have appropriate beverage options. No alcohol of any kind is permitted at non-parish sponsored events e.g., post funeral bereavement luncheons.

Purpose: The purpose of this Parish Beer and Wine Policy is to: promote adherence to applicable Massachusetts (M.G.L. c. 138) sections and Town of Westford laws/statutes/policy and Archdiocesan guidance; ensure the health, safety, and welfare of individuals attending a parish-sponsored event on parish premises; minimize the potential for misuse of alcohol that may contribute to bad behavior or increased personal risk; and mitigate potential adverse effects on our parish family.

Associated Costs: The event sponsor is responsible for paying the Town of Westford “Special License” fee (\$25/event day as of 1/1/2012), if required, and the liquor liability insurance binder fee (approximately \$135/event day) required by the Archdiocese of Boston Office of Risk Management.

Special License Timeline: The overall timeline to obtain a special license is approximately sixty (60) days. The parish must submit Special License Applications to the Westford Board of Selectmen’s office at least forty-five (45) days prior to the event. The business manager and pastor require a minimum of 10 days to review, discuss, assess the need for, and approve/disapprove the event request for a special license. If approved, funds to cover the anticipated fees are due within five (5) business days. (Note: The overall timeline can be shortened if requests align with a scheduled Board of Selectmen meeting.)

Special License Restrictions: Usage is limited to beer and wine. All beer and wine for sale by ticket or drink fee must be purchased from an approved Massachusetts distributor; no personal donations or liquor store donation/purchase is allowed.

Acknowledgement of Policy & Protocol: The event sponsor (i.e., committee, ministry) must designate a key individual(s) to supervise the use of beer and wine beverages in accordance with this policy and provide an after function report on any issues that arose. The event sponsor key individual(s) shall sign the agreement prior to submission of the Special License request. The pastor (or acting pastor) has sole authority to approve requests for the use of beer and wine at parish sponsored events. Upon the pastor’s (or acting pastor’s) approval, the business manager will: collect the fees; coordinate, either directly or through delegation, the approval process with the Westford Board of Selectmen; obtain the required Archdiocesan liquor liability insurance binder, and maintain a file of required documentation. Periodically, the parish will coordinate a review/compliance update with the Pastor and PPC.

Event Guidance & Restrictions:

- Common sense and adherence to applicable M.G.L. c. 138 sections are the basic guideposts.
- Adults authorized by the event coordinator are the only individuals allowed to serve beer and wine; self-serve is not allowed. Currently, TIPS certification is not required by the Commonwealth of Massachusetts, Town of Westford, or Archdiocese of Boston as a license or binder requirement. It is an event organizer option.
- Beer and Wine used on parish premises must be clearly labeled and offered only to the congregation, its guests and friends and never to the general public.
- At no time are attendees allowed to bring their own beer and wine beverages to an event.
- The number of drinks provided should be limited utilizing drink tickets or another informal method of tracking the amount of beer and wine served.
- No more than two drinks are to be sold or served at any time to an individual.

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- Beer and Wine shall not be sold or made available to individuals under the age of 21. If there is any remote question whatsoever, the authorized servers and/or event sponsor key individual shall check for identification. The only acceptable identification is a valid: Massachusetts driver's license, a Massachusetts liquor identification card, a passport or U.S. passport card, or a military ID.
- Availability of beer and wine should cease 30 minutes before the event ends.
- Non-alcoholic alternatives must be available and easily accessible.
- Individuals responsible for coordinating the event and their designees must take all reasonable steps to ensure personal and public safety. If necessary, the event coordinator should INSIST on alternative transportation to anyone visibly impaired or intoxicated. The cost of alternative transportation should be reimbursed by the sponsoring organization or person.
- Beer and Wine servers should not consume beer and wine during the event.

My signature confirms I have read and understand each of the requirements listed above.

Event Name

Event Date:

Ministry/Key Individual Signature:

Date:

Ministry/Key Individual Name (Please Print)

Phone Number

Pastor's Approval Signature:

Date:

Business Manager's Approval Signature:

Date: